## LGM Quran School

## Teacher Job Description

**Job Title:** Teacher

**Place of work:** Leeds Grand Mosque

**Session payment: £20 per session**

**Hours/time /day:** 2 hours 10:00-12:00 on Saturday

**Responsible to:** Head Teacher

## Working relations

Internal- Teaching Staff

Volunteers  
 Children

External- Parents/families

Purpose of the Role:   
  
We are seeking to appoint an outstanding teacher who will support the headteacher and other members of staff to ensure our Quran school becomes self-sufficient and an exemplary model for similar supplementary Quran schools in Leeds.   
  
You main role will be to teach children aged 7+ (boys and girls) how to read the Qur'an with tajweed, memorise the Qur’an and go through some basic tafseer of the surah’s that the children will be memorising.   
  
**The successful candidate will:**

* Be dedicated to raising the attainment and achievement of all pupils through top quality teaching and high expectations
* Have a track record of impressive practise in securing outcomes for children
* Be well organised and have superb classroom management skills
* Provide a positive and vibrant learning environment
* Inspire, challenge and motivate all learners
* Be able to build positive relationships with staff and parents

**Main Duties:**

* Prepare in advance for all your lessons and ensure that you cater for all learners.
* Arrive 15 minutes early to set up your classroom and be ready to receive the children.
* Deliver outstanding lessons that are well paced, differentiated and allow for pupil progress using the schemes of work provided.
* Ensure all the children in your care are safe, happy and treated equally.
* Write reports to feedback on the progress of your students.
* Pack up and leave your classroom tidy allowing for 15 minutes after your session ends.
* Attend parent’s evenings to feedback on the progress of your students.
* Support the head teacher to plan and run the end of year ceremony.
* Follow and apply school procedures and policies.

**Person Specification:**

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| **Criteria** | **Essential** | **Desirable** |
| Personal | * Genuine interest in children * Strong drive and energy * Lively nature * Able to work within a team * Enthusiastic and committed * Able to form good working relationships with staff, students and parents * Able to cope with pressure * Prepared to do far more for far less reward |  |
| Qualifications | * A relevant qualification or a minimum of one year’s experience of working in a similar environment |  |
| Experience | * Working with children aged 7+ * Teaching Qur’an * Developing schemes of work and lesson plans |  |
| Knowledge | * Child protection issues and practice * Good knowledge of effective teaching strategies and pedagogy * Good knowledge of tajweed rules to read and recite the Qur’an |  |
| Skills | * Flexible and able to use own initiative * Ability to inspire and motivate students * Good ICT skills * Good written and spoken communication skills * Ability to keep records, monitor and review work * Effective organisational and communication skills | * Fluent speaker of Arabic and English |
| Philosophy | * High expectations of pupils, themselves and colleagues * Commitment to quality in all aspects of school life * Desire to improve * Can demonstrate and promote best practice in teaching and learning. * Commitment to the development of the whole child. * Commitment to inclusive education. |  |
| School Specific | * Emotionally intelligent * Sense of humour |  |

**Any Special Conditions of Service:**  No smoking policy.

**Working/ special conditions:**

LGM operates an Equal Opportunities Policy and all staff are expected to be aware of their responsibilities arising from it.